

# Designing a Schoolwide Program

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# Review Process–Initial Steps

- ▶ Each school in a district which intends to operate as a schoolwide program must complete and submit a letter to the OPI stating their intent to become a schoolwide program.
- ▶ This letter can come from the district office.
- ▶ Districts cannot operate a schoolwide program–this can only happen at the school level.

# Next Step

- ▶ After the letter is submitted to the OPI, each school planning to become a schoolwide program must spend one year in the planning process.
- ▶ Schools must turn in their plan between June 1, and August 1. Plans outside of this window will not be accepted for the upcoming year.
- ▶ It is important to note that establishing a schoolwide plan is not about easier uses of Title I funds.
- ▶ A schoolwide program is a comprehensive plan to improve the teaching and learning program at a school to better serve all students.

# Planning Year

- ▶ The OPI has developed a guide to assist schools in developing a schoolwide program.
  - Planning Team
    - This must be established, and it should have members of all school stakeholders involved.
    - It should not consist of only district and/or school staff
      - Parents, students, community members, school board members, teachers, and school/district administration are all considered stakeholders
      - Agendas should be developed and minutes taken
      - Meetings should be held regularly to develop a quality program

# Comprehensive Needs Assessment

- ▶ The schools needs to assess its academic program to find out the strengths and weaknesses of the program, and to establish priority areas for improvement.
- ▶ Data should be collected from school/district testing, surveys, and interviews from all stakeholders.
- ▶ This process should be mapped out to assist in gathering all of the important information.
- ▶ It should not be done in secret!

# Research

- ▶ The school improvement plans need to be based in research.
- ▶ The planning team must look at the issues of the school, and then determine the best approaches to solve them.
- ▶ Input from all stakeholders should be taken during this process.

# Instructional Programs

- ▶ Key components of the reading and math instructional program should be reviewed.
- ▶ Detailed description of how instruction will be organized and delivered.
- ▶ Effective practices should be examined and chosen to support chosen strategies.
- ▶ Develop plans to serve special populations.
- ▶ Measureable goals developed, program components improved, and a monitoring and evaluation plan are established.

# Student Progress

- ▶ Uniform assessment and monitoring plan developed.
- ▶ Listing of all assessments used, and their timetables.
- ▶ Description of how students will be identified and the criteria used.
- ▶ Plan of how assistance and support will be given throughout the course of the year.



# Professional Development

- ▶ Description of the school's professional development plan should be included, and how this plan will increase student achievement.
- ▶ Statements of how the PD plan aligns with the desired educational plan especially in relation to the priority areas.
- ▶ How will the PD be ongoing and embedded to ensure implementation and effective use.

# Parental Involvement

- ▶ Strategies to increase parental involvement are required of any Title I program but much more so in a SWP.
- ▶ Improved parental involvement leads to increases in student achievement.
- ▶ Development of the school/parent/student compact for all students in the school.
- ▶ Demonstrations of how communication will be increased between the school and the home in all relevant languages.

# Program Coordination

- ▶ Schoolwide programs are required to integrate and coordinate many school programs and services into one cohesive plan to improve academic achievement.
- ▶ Transitions between grades and schools.
- ▶ Coordination with community programs and agencies.
- ▶ District support is available.

# Program Evaluation

- ▶ Schoolwide plans must be monitored and adjusted as needed and yearly.
- ▶ This work should be done by the committee, and it should look at all aspects of the plan to make sure the program is doing what it was intended to do.
- ▶ Needs to have a description of how the annual evaluation will be carried out, and what materials and processes will be needed.
- ▶ Will need to be updated yearly in the Continuous School Improvement Plan (CSIP).

# Fiscal Requirements

- ▶ Funds from other programs must be allocated to the schoolwide plan if allowable.
- ▶ Include an explanation of how these funds will be used to support the schoolwide goals.
- ▶ Evidence that other Title funds like Title IC or VII have been approved for use in the schoolwide program by the parent committees.
- ▶ Schoolwide budget summary is complete.

# Planning process–completed!

- ▶ When the planning process is completed, you are now ready to write your schoolwide plan.
- ▶ The school should use the information from the planning process to guide the development of the plan.
- ▶ The plan should be written, and then submitted to OPI for approval.
- ▶ Once the plan is approved, the school then becomes a schoolwide program.
- ▶ The schoolwide plan then needs to be entered into the CSIP, and then the school status needs to be changed in Egrants.

# Resources

- ▶ United States Department of Education: [www.ed.gov](http://www.ed.gov)
- ▶ OPI Schoolwide Planning Guide
  - <http://www.opi.mt.gov/pdf/TitleI/10SchoolWidePlanGuide.pdf>
- ▶ Absenteeism/Truancy Needs Assessment
  - <http://www.opi.mt.gov/pdf/TitleI/AbsentTruancyNeedAssessInterviews.pdf>
- ▶ Comprehensive Needs Assessment Process
  - <http://www.opi.mt.gov/pdf/TitleI/CompNeedsAssessProcess.pdf>
- ▶ Sample Comprehensive Needs Assessment Inventory
  - <http://www.opi.mt.gov/pdf/TitleI/CompNeedAssessInventory.pdf>
- ▶ Sample Schoolwide Needs Assessment Survey
  - <http://www.opi.mt.gov/pdf/TitleI/SchoolWideNeedAssessSurvey.pdf>
- ▶ Schoolwide Program Planning Guide Scoring Sheet
  - [www.opi.mt.gov](http://www.opi.mt.gov) –> Programs –> Title I Programs –> Title I, Part A Improving Basic Programs –> Schoolwide Program Tab
- ▶ Guidance for Designing a Schoolwide Program
  - [www.opi.mt.gov](http://www.opi.mt.gov) –> Programs –> Title I Programs –> Title I, Part A Improving Basic Programs –> Schoolwide Program Tab

# Contact Information

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